

## Staff Report

**To:** Mayor and Town Council

**From:** Tammi Ledley, Town Manager

**CC:** Public Works Superintendent, Public Works Assistant Superintendent, Police Chief, Police Lieutenant, and Town Hall Staff

**Date:** November 11, 2019

**Re:** November Staff Report

- 1. Downtown Revitalization Project:** Town staff attended the twenty seventh monthly partnering meeting on October 17<sup>th</sup>, 2019. In addition to our monthly meetings, Town staff meets with SHA's project manager and C.J. Miller's superintendent every Monday morning to discuss the Main Street project schedule and updates.

Crews have finished the landscaping in Sections 1 and 2 except for the shrubs that will be planted after the evergreens are removed in front of 807 South Main Street. The landscaping above the northern railroad tracks should be planted this month. State Highway will maintain the landscaping for the next year.

After installing curb, gutter and driveway aprons, C.J. Miller constructed the permanent road from the northern railroad tracks to Farm Woods Lane. The paving crew began constructing the permanent road from North Woods Trail to Shiloh Avenue and completed the north bound travel lane and the shoulder. Since the weather will be below 40 degrees for the next couple days, they are switching to applying the permanent patching from just south of 482 to the northern railroad tracks tomorrow. This Thursday and Friday, crews plan to return to section one to complete the south bound travel lane and shoulder. No parking will be allowed in this section beginning 7 a.m. on Thursday, November 14<sup>th</sup>. Next week crews plan to finish the permanent patching above 482.

C.J. Miller's original schedule included removing the old sidewalk from Shiloh Avenue to Houck Avenue on the south bound lane to prepare for the installation of the new sidewalks before this winter season. However, the weather may prohibit this work to continue as planned. In the areas where the old sidewalk has been removed or may be removed, they will place asphalt if the weather becomes too cold to pour concrete. The crews will commence the sidewalk work again in the Spring.

Cluster boxes are being installed in Section 2 where the residents currently have post office boxes instead of mail delivery. We hoped that all the cluster boxes in this section would be installed before the post office moved. Unfortunately, not all the boxes were installed. There are two reasons for this delay. First, the local post office is having difficulty receiving approval to add some of the new mail deliveries to postal carrier routes. Second, some of the concrete pads have not been installed yet. Therefore, a few of the residents will need to pick up their mail from the new location until these issues are resolved.

- 2. Post Office:** The Hampstead Post Office is now open in their new location in the Roberts Field Business Center. The address is 4229 North Woods Trail and the telephone number is (410) 374-3036.

3. **Business:** Linens and Lace is recovering from their recent fire. The fire marshal has required that they install a sprinkler system in the building. It may be up to six months before the business is operational again. In good news, Pipe The Side Brewing Company has applied for their building permit for the space in the Roberts Field Shopping Center and hope to be operational by February 2020.
4. **Meetings:** The Town Manager continues to have meetings with Carroll County Staff about our residential developments and potential business developments. We hope that these developments will be able to move forward soon.
5. **Small Business Saturday:** The Town of Hampstead will be participating again in the County's "Shop Small Eight Days a Week" starting on November 30th which is Small Business Saturday. Participating businesses will have passports available and if you make purchases at eight (8) different businesses on the passport, you will be entered into a drawing for a gift card. The following businesses are participating this year: A Country Pup Pet Spa, A Manor of Thyme, Al's Barber Shop, Beijing Palace, Daughter's Café, Dreamers Event Rentals, Dreamers Travel, Family Pharmacy, Hampstead Pre-Owned, House of Madness, Illiano's J&P Restaurant, JJ Hoff-man's Creamery, Le Privé Salon, Luna Zul, Main Street Beautique, Main Street Liquors, Matthews Tire & Auto, Outlaw BBQ, Petals Flowers & Gifts, Ricky's Bistro, Shipley's Jewelry, Snickerdoodles, Steamin' Mad Crabs, Town Pride Interiors, and Ultimate Image. Many great places from which to choose, so please remember to shop local this Christmas season!
6. **Hillcrest Tower:** The Town requested that JMT evaluate the anticipated impacts of removing the 100,000-gallon Hillcrest Tank from the Town's water distribution system. The anticipated maintenance cost is high for this aging tank due to site constraints. In addition, the capacity and pressure in the Town's water distribution system was greatly improved after the Main Street water main replacement project. JMT used the hydraulic model updated in 2017 to simulate the Town's water distribution system under the Existing and Proposed (Hillcrest Tank removal) configurations to identify and evaluate any potentially detrimental impacts that the tank's removal may have on the level of service provided to Town residents. Based on this study which included proposed new developments, removing the Hillcrest Tank from the system is predicted to have no detrimental impacts to the system delivery pressure and Fire Hydrant Fire Flow capacity. There is anticipated to be a water distribution capacity surplus after the Hillcrest Tank is removed.
7. **Marketing Committee:** The Town Manager and the Mayor met with a recently formed volunteer group, the Main Street Revitalization Committee. These volunteers are already actively engaged in exploring creative ideas that will reenergize Main Street. The group is looking for more volunteers. Residents may call Town Hall if they are interested in volunteer opportunities.
8. **Census 2020:** Town Staff continues to work with other municipalities and the County on the 2020 Census. We are in the midst of compiling a workplan for various outreach efforts. The next meeting is at the County on Friday, November 22<sup>nd</sup>.
9. **Finance Department:** The auditors completed our annual financial report and submitted the required UFR by the October 31<sup>st</sup> deadline. The financial report is available for viewing on our website.
10. **Hampstead Elementary School 2<sup>nd</sup> Grade Field Trip:** The Hampstead Elementary's 2<sup>nd</sup> grade class will be visiting Town Hall and the Fire Department on Thursday, November 14<sup>th</sup>. This has become an annual event where the students learn about municipal administration, water conservancy and emergency response. The Town Manager, Council Member Duff, Public Works Superintendent Kevin Hann, and an officer from the Hampstead Police Department will be giving various presentations and then the children, who have elected a Mayor and Council Members, will

vote on a designated topic (in past years it has been on Hampstead's official ice cream flavor, mascot, etc.). The students will have lunch at the Fire Hall and then this year they will proceed to Panther Park to finish their day. It is a great opportunity for all involved, and also helps us fulfill a MML Banner City requirement.

- 11. Christmas Tree Lighting & Holiday Banner Ceremony:** Our annual Christmas Tree Lighting and Holiday Banner Ceremony will be held on Friday, November 22<sup>nd</sup> at the Main Street Memorial Park beginning at 6:20 p.m. I'll defer to the Mayor on the remainder of the details which he'll give in his report.